

## Facility Representative Competency 4.3

---

**Competency 4.3** A Facility Representative shall demonstrate a working level knowledge of the Department of Energy emergency management system and response practices.

### 1. Supporting Knowledge and Skills

- a. Describe the key elements of Emergency Preparedness including planning, operations, principles, and methods.
- b. Explain the Facility Representative's role and responsibilities associated with emergency management and response to unplanned events.
- c. Explain the difference between the Occurrence Reporting and Processing System notification requirements and Emergency Management Systems event classification and notification requirements.

### 2. Self-Study Activities (corresponding to the intent of the above competency)

Below are two web sites containing many of the references you may need.

Web Sites		
Organization	Site Location	Notes
Department of Energy	<a href="http://wastenot.inel.gov/cted/stdguido.html">http://wastenot.inel.gov/cted/stdguido.html</a>	DOE Standards, Guides, and Orders
U.S. House of Representatives	<a href="http://law.house.gov/cfr.htm">http://law.house.gov/cfr.htm</a>	Searchable Code of Federal Regulations

**Read** the DOE policy and concept of emergency operations (pages 2 though 7), and **scan** the responsibilities section (pages 7 through 29) DOE Order 5500.1B, *Emergency Management System*.

EXERCISE 4.3-A In general terms, describe DOE's emergency management policy, planning, preparedness, and response.

## Facility Representative Competency 4.3

---

- EXERCISE 4.3-B What is the primary responsibility of each of the following key emergency response positions:
- The director of the Headquarters Emergency Management Team (HQ) (EMT)
  - Head of the field element
  - Facility representative

- EXERCISE 4.3-C Describe how planning and preparedness activities can help to ensure a successful emergency response.

- EXERCISE 4.3-D Using DOE 5500.1B, what is the composition and the purpose of the HQ EMT

**Read** DOE Order 5000.3B, *Occurrence Reporting and Processing of Operations Information*, **read** DOE Order 5500.2B, *Emergency Categories, Classes, and Notification and Reporting Requirements*, and **read** pages 1 through 9 in the Guidance for Event Classification and Emergency Action Levels in U.S. Department of Energy, Office of Emergency Planning and Operations, *Emergency Management Guide*.

- EXERCISE 4.3-E Explain the conceptual differences and relationship between “occurrence reporting” and “notification” as contained in DOE Order 5000.3B, *Occurrence Reporting and Processing of Operations Information*, and DOE Order 5500.2B, *Emergency Categories, Classes, and Notification and Reporting Requirements*.

- EXERCISE 4.3-F Briefly describe the major elements of a site/facility emergency plan.

### 3. Summary

The following DOE Orders establish the Department's Emergency Management System (EMS):

DOE Order 5500.1B establishes the overall policy and requirements of the EMS. The Order states that the Under Secretary is the senior official for the EMS and convenes the HQ EMT. The HQ EMT is a team formed to manage response actions during emergencies involving DOE facilities or requiring DOE assistance. The Emergency Management Advisory Committee (EMAC) is also established by this Order and supports the Director of Emergency Operations (DEO) in the development of specific policy and technical recommendations. Specific responsibilities are spelled out in this Order for facility managers, heads of Field Elements, and Headquarters Program Secretarial Officers (Program Senior Officials - PSOs).

## Facility Representative Competency 4.3

---

DOE Order 5500.2B establishes standard terminology for operational and energy emergencies. Operational emergencies are further classified as an Alert, a Site Area Emergency, or General Emergency according to the severity of the impact of the event. This Order also establishes a reporting requirement for emergency events.

DOE Order 5500.3A establishes the hazards assessment as the technical basis upon which all emergency management programs are developed. The Order states the requirements for planning and preparedness for operational emergencies and describes the thirteen program elements of an emergency management program.

DOE Order 5500.7B, Emergency Operating Records Protection Program, establishes policies, responsibilities, and requirements to ensure the safeguarding the core of records deemed necessary to ensure continuity of governmental activities following disasters and attack-related emergency conditions. The Order provides regulatory guidance on acceptable storage locations, manner of storage, and disposition of emergency operating records.

DOE Order 5500.10 establishes requirements for the Emergency Readiness Assurance Program, the goal of which is to ensure that the EMS is ready to respond promptly, efficiently, and effectively to any emergency involving DOE facilities or requiring DOE assistance. The program includes a requirement for development of a 5-year Emergency Readiness Assurance Plan (ERAP). The Order requires an appraisal program to ensure that stated emergency capabilities are sufficient to implement emergency plans and that appropriate and timely improvements are made.

### 4. Exercise Solutions

EXERCISE 4.3-A In general terms, describe DOE's emergency management policy, planning, preparedness, and response.

ANSWER 4.3-A Policy - develop and maintain an emergency management system capable of responding to and mitigating the consequences of various emergencies

Planning - develop emergency plans and procedures, identify personnel, equipment, and other resources

Preparedness - acquire and maintain the above resources, train the personnel, and assessing and exercising the emergency plans and procedures

## Facility Representative Competency 4.3

---

Response - during an actual emergency, implement plans and preparedness make effective decisions, take actions, apply resources to mitigate the consequences, and recover from the emergency

EXERCISE 4.3-B What is the primary responsibility of each of the following key emergency response positions:

- the director of the HQ EMT
- head of the field element
- facility representative

ANSWER 4.3-B

1. The director of the HQ EMT - to provide guidance and direction for the EMT and serve as HQ's principal POC for external offices and agencies
2. Head of the field element - to establish and maintain an effective, integrated emergency preparedness program
3. Facility representative - to continue oversight of the contractor and to perform emergency management activities as directed by DOE management

EXERCISE 4.3-C Describe how planning and preparedness activities can help to ensure a successful emergency response.

ANSWER 4.3-C Planning includes development and preparation of plans and procedures to ensure an effective emergency response. Preparedness activities ensure that plans and procedures are adequate and valid, that equipment and facilities are available for emergency response, and that personnel are trained to effectively implement the plans and procedures when responding to an emergency to protect workers, the public and the environment.

## Facility Representative Competency 4.3

---

EXERCISE 4.3-D Using DOE 5500.1B, what is the composition and the purpose of the HQ EMT?

ANSWER 4.3-D The HQ EMT, consisting of an executive team and a technical operations cadre, provides management and direction of emergency response activities. Specifically, the executive team provides strategic direction to the response and evaluates the impact of the emergency upon the Complex. The technical operations cadre provides oversight to the field element, coordinates with other Federal agencies, and provides information to the press, Congress, and other Federal agencies.

EXERCISE 4.3-E Explain the conceptual differences and relationship between “occurrence reporting” and “notification” as contained in DOE Order 5000.3B, *Occurrence Reporting and Processing of Operations Information*, and DOE Order 5500.2B, *Emergency Categories, Classes, and Notification and Reporting Requirements*.

ANSWER 4.3-E The purpose of occurrence reporting under DOE Order 5000.3 is to document events and to provide for appropriate corrective action. The purpose of reporting under 5500.2B is to ensure that appropriate response actions can be undertaken and that appropriate resources are available to mitigate the emergency.

DOE Order 5000.3B provides requirements for reporting event occurrences. Reportable events are categorized as Off-Normal Occurrences, Unusual Occurrences, and Emergencies. Once an event has been categorized under 5000.3, oral notification to headquarters and offsite agencies must be made within 2 hours of categorization for an Unusual Occurrence and within 15 minutes for an Emergency; written notification is required within 80 hours of the categorization.

If an event is categorized as an Emergency, it is further classified as to Alert, Site Area, or General Emergency by 5500.2B and oral notification is required within 15 minutes of declaration of the emergency.

## Facility Representative Competency 4.3

---

EXERCISE 4.3-F Briefly describe the major elements of a site/facility emergency plan.

ANSWER 4.3-F Major elements of an emergency plan include:

Introduction - Includes a statement of the purpose and scope of the plan, concept of operations, and a description of the site.

Emergency Response Organization - Describes the internal (onsite) emergency response organization, including a description of the organization, direction and control, and the emergency management operations.

Offsite Response Interface - Describes emergency response available offsite, including other federal agencies, and state, local, and tribal governments and describes the Memoranda of Agreements, Memoranda of Understanding, and Agreements in Principle for interface with these offsite groups.

Operational Emergency Event Classes - Describes the emergency action levels which trigger an emergency response and activate the emergency plan.

Notification and Communications - Describes necessary notifications and communication of those notifications during an emergency event.

Consequence Assessment - Describes the determination and calculation of potential consequences.

Protective Actions - Describes emergency planning zones, protective action guides and emergency response planning guidelines, personnel accountability and communication during an emergency event, and termination and/or shutdown.

Medical Support - Provides information of facilities, equipment, and staff available for medical support to an emergency. This section also describes any agreements for transportation and treatment of the injured by offsite agencies.

Recovery and Reentry - Discusses the termination or downgrade of the emergency as well as actions necessary for reentry and recovery.

## **Facility Representative Competency 4.3**

---

Public Information - Describes facilities, equipment, and mechanism for coordination of emergency public information.

Emergency Facilities and Equipment - Describes facilities and equipment available for emergency response.

Training - Describes training requirements and available training for onsite and offsite personnel.

Drills and Exercises - Describes the objectives and schedule for drills and exercises for onsite personnel and coordination with offsite agencies.

Emergency Management Program Administration - Identifies the emergency management program administrator as well as administrative controls for self-assessment.